Shelf No
2134.84

FOUNDED 1852
SICUT PATRIBUS SIT DEUS NOBIS
BOSTONIA
CONDITA A.D.
1630.
CIVITATIS REGIMINE DONATA A.D. 1822.
BOSTON PUBLIC LIBRARY

1865

Dec. 11, 1893

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RULES AND REGULATIONS

FOR THE USE OF THE

PUBLIC LIBRARY OF THE CITY OF BOSTON.

ARTICLE 1. The Library shall be open on all secular days throughout the year, except the Seventeenth of June, the five legal holidays, viz.: Washington's Birthday, Fast Day, Independence Day, Thanksgiving Day, and Christmas Day, and such other days as the Trustees may direct for purposes of cleaning and repairs, — provided, always, that the President may direct the Library to be closed for a part or the whole of any one day, reporting the fact and his reasons for it in writing to the Trustees at their next meeting.

ARTICLE 2. The Reading Room for Periodicals shall be kept open on all Library days, from nine o'clock in the morning until ten in the evening.

ARTICLE 3. The Lower Hall of the Library shall be kept open for the delivery of books for home use, from ten o'clock in the morning until eight o'clock in the evening; and for the use of books within the building, from nine o'clock in the morning to ten in the evening, on all Library days.

Article 4. The Bates Hall shall be kept open from ten o'clock, A. M., until one-half hour before sunset, on all Library days; and the books belonging to that portion of the Library must in all cases be applied for and returned within those hours, in the Bates Hall, except that any person who wishes for a book from the Bates Hall to consult in the Reading Room for Periodicals, in the evening, can procure such book (unless it be one restricted to that Hall) on leaving a written request for the same with the attendant in the Lower Hall on the afternoon of the same day. No book, so received, shall, for any reason whatever, be removed from the building by the person receiving it.

Article 5. All inhabitants of Boston above the age of sixteen years, of respectable character, and of such orderly conduct and condition as not to interfere with the occupations and comfort of others, shall have free access to the Reading Room for Periodicals during all the regular hours, first signing a promise that they will observe all the existing Rules and Regulations, and all that may be subsequently prescribed by due authority,—provided, always, that minors shall bring certificates from their parents or guardians, in a form to be furnished by the Superintendent, setting forth that they are persons who ought to enjoy the privileges of the public Reading Room, and that such parents or guardians become responsible for their conduct while there.

Article 6. The following persons shall be entitled to borrow books from the Library *for home use*, upon signing a promise to obey its Rules and Regulations:

First. All inhabitants of Boston above the age of eighteen years, believed by the Officers of the Library to be proper persons to enjoy its privileges, or so recommended by some respon-

sible citizen, who shall thus make himself liable for any loss resulting therefrom.

Second. All Clergymen and Teachers having regular occupation in the City, all members of the Girls' High and Normal School, and all Medal Scholars, and such others as shall have received Lawrence Prizes, with such others each year (not exceeding in number the medal scholars of each school for the said year) as may be selected by the Chairman of its Sub-Committee to receive this reward for proficiency in their studies and for excellence of character; also the members of such other of the higher educational institutions in the City as the Trustees may from time to time permit.

Third. Any other inhabitant of Boston depositing such sum for the volume asked for, if permitted to circulate (or for the set to which it may belong), as the Superintendent may require, for which a receipt will be given; which sum shall be repaid, whenever the book and receipt are returned, after any fines incurred for injury to the book or its improper detention have been deducted.

Article 7. Any stranger or person visiting the City for the purpose of literary or scientific investigations may, on being properly recommended, temporarily receive the benefits of the Reading Rooms, and the use of the books within the Library building, by signing the Strangers' Book.

Article 8. An alphabetical list of all persons entering their names for the purpose of using the Library shall be kept in the Library; the residence of each individual being inserted against the name.

Article 9. All books belonging to the Library may, at the discretion of the Superintendent or Librarian, be used in the

Reading Rooms, — a discretion which they are required by the Trustees to exercise, especially in the case of minors, and in regard to books of great value or rarity.

Article 10. Encyclopædias, Dictionaries, and other books needed for Reference in the Library building; books not easily to be replaced, in consequence of their rarity or value; books expressly given for reference only; and books deemed by the Trustees to be unsuited for general circulation, shall be used only in the building; provided, nevertheless, that, in order to allow the widest practicable use of the Library consistent with its greatest efficiency, a person desiring to borrow any book whatever (except such books as may have been given on condition that they should not be taken from the Library), and stating the reasons for it in writing to the Trustees, shall, if the reasons are deemed sufficient, be permitted to borrow it on proper conditions.

Article 11. Every person signing his name for procuring the privileges of the Library, will be furnished with cards for borrowing books; and is required to write in the proper spaces upon these cards the numbers of the shelf, order, and volume of the books desired, and to present the card on returning or renewing every book borrowed. If the card is not presented on returning or renewing a book, it will be detained in the Library at least one day, when next used in asking for a book. If a card be lost, it cannot be replaced till after fifteen days' notice of the loss has been given at the Library.

In the Bates Hall, no book shall be lent without a receipt from the borrower; and no person can procure a book by the use of another person's card, without a special order from the owner of the card.

In the Reading Room for Periodicals, whenever a periodical is taken from the desk, its number, together with the name and

residence of the borrower, will be written on a slip of paper (to be furnished for the purpose), and left with the attendant.

Article 12. No person shall have, for home use, more than one volume from each hall on any one day, or more than two volumes at a time from both; and no book shall be retained by the person borrowing it more than fourteen days; provided, always, that any book may be borrowed twice by the same person, but not more than twice, until it shall have been returned to the Library, and shall have remained there at least one full Library day.

Article 13. To protect the Library against loss, and to secure to all a just and equitable share in its benefits, any person detaining a volume longer than the regulations permit shall be fined two cents for each day of detention, — the Librarian being charged with the collection of these and all other dues to the Library; and no remission of any fine shall be made except by the Superintendent.

Article 14. Any book detained one week beyond the time limited by these regulations, shall be sent for by the Librarian, and the additional penalty of twenty cents shall be collected from every delinquent, after the detention of a book more than three weeks, and after due notice thereof has been given, — the said amount to be paid for the service of the messenger who recovers the book; and no book shall be lent to any person who has fines and penalties remaining unsettled after three weeks from the date of any loan.

Article 15. No person who has borrowed a book from the Library shall lend it to any one not a member of the same household.

Article 16. All injuries to books beyond a reasonable wear, and all losses, shall be made good to the satisfaction of the Superintendent, by the persons liable; every book detained above three months being held to be lost.

Article 17. All books must be returned to the Library at such time before the annual examination as may be required by the Trustees, under penalty of a fine of one dollar for each volume detained; but seasonable notice of the time of returning them shall be given in the newspapers that advertise for the City.

Article 18. No books shall be taken from the shelves in any part of the Library by any person not employed in the service of the Library, except such books as are deposited in the public rooms for reference.

Article 19. No child under twelve years of age shall be allowed to carry from the Library at one time more than two books; and no person shall be allowed to carry more than three, unless by the special permission of the Librarian or Superintendent; and the Superintendent is directed to take such measures as he may deem necessary for carrying this into effect.

Article 20. Large and valuable books of plates shall not be exposed for examination by the public at large, but only upon special, written request, to be made of the Superintendent, and upon his permission being granted; and all such examinations must be made, as heretofore, in the presence, and with the assistance, of an attendant connected with the Library.

Article 21. All conversation and conduct inconsistent with the quiet and orderly use of the Reading Room for Periodicals, or of the Reading Room in the Bates Hall, intended more especially for students, are strictly prohibited.

Article 22. Any person abusing the privileges of the Library by unbecoming conduct, or by the violation of any of the regulations, by intentional defacement of a book by writing in it, or in any other way, shall be reported to the Trustees as soon as may be, and by them excluded from the Library for a time, or permanently, according to the nature and degree of the delinquency or default; but, in case of any gross offence, the Superintendent or Librarian shall act summarily in the matter, and cause the offender to be at once excluded from the building, reporting the case to the Trustees as soon as possible, in writing, for their final decision.

NOTICE TO READERS.

Whenever a book wanted by any one using the Library does not belong to it, such person is particularly requested to enter the title of the book on a card furnished for the purpose, to which the person's name and residence shall be added.

The book will be procured as soon as possible, unless there is some special reason against purchasing it; and, on its arrival, it will be retained in the Library five days, subject to the order of the person asking for it, to whom due notice to that effect will be sent by mail.

CITY OF BOSTON.

Public Library, January 1, 1867.

I certify that the preceding Rules and Regulations, established by the Board of Trustees, for the use of the Public Library of the City of Boston, are now in force.

C. C. JEWETT,
Sec. of the Board of Trustees.